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NASA Procedural Requirements

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COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES

NASA Transportation and General Traffic Management

Responsible Office: Office of Strategic Infrastructure

NID 6200.118, NASA INTERIM DIRECTIVE: NASA Transportation and General Traffic Management

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Preface

P.1 Purpose

This NASA Procedural Requirements (NPR) document sets forth transportation and general traffic management responsibilities and procedures governing the use of commercial and Government transportation resources.

P.2 Applicability

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Support Centers.
- b. This language applies to Jet Propulsion Laboratory (a Federally Funded Research and Development Center) and other contractors only to the extent specified or referenced in the appropriate contracts.
- c. All contractors engaged in transportation and general traffic management operations on behalf of NASA are encouraged to use this NPR to satisfy contractual, institutional, program, or project obligations.
- d. In this NPR, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- e. In this NPR, all document citations are assumed to be the latest version, unless otherwise noted.

P.3 Authority

- a. The National Aeronautics and Space Act, 51 U.S.C. § 20113 (a).
- b. NPD 6000.1, Transportation Management.

P.4 Applicable Documents and Forms

- a. Energy Independence and Security Act of 2007 (EISA 2007), Pub. L. No. 110-140, 121 Stat. 1492 (2007)
- b. Energy Policy Act of 1992 (EPAct 1992), Pub. L. No. 102-486, 106 Stat. 2776 (1992).
- c. Energy Policy Act of 2005 (EPAct 2005), Pub. L. No. 109-58, 119 Stat. 594 (2005).
- d. Federal Acquisition Regulations System (FAR), 48 CFR, Chapter 1, 1 to 51.
- e. Federal Fleet Performance, Presidential Memorandum- (May 2011).
- f. Federal Leadership in Environmental, Energy, and Economic Performance, Exec. Order 13514

(October 2009).

- g. Federal Travel Regulation (FTR), 41 CFR, 300-304.
- h. Government Aviation Administration and Coordination, 41 CFR pt. 101-37.
- i. Hazardous Materials Regulations (HMR), 49 CFR, pts. 171-177.
- j. International Air Transport Association (IATA), Dangerous Goods Regulations (DGR).
- k. International Air Transport Fair Competitive Practices Act of 1974, Pub.L. No 93-623, 88 Stat. 2102 (1975).
- l. International Maritime Organization (IMO), Dangerous Goods (IMDG) Code.
- m. NASA Federal Acquisition Regulation (FAR) Supplement (NFS), 48 CFR, Chapter 18.
- n. [NASA Fleet Management Handbook \(2011\)](#).
- o. NASA Form 1653, Mission Management Flight Request.
- p. [NASA Strategic Sustainability Performance Plan; Appendix 2, NASA Fleet Management Plan](#).
- q. [NASA Shared Services Center Work Instruction NSWI-9710-0002](#).
- r. [NASA Terminal Facilities Guide, July 2011](#).
- s. NPD 7900.4, NASA Aircraft Operations Management.
- t. NPR 2190.1, NASA Export Control Program.
- u. NPR 7900.3, Aircraft Operations Management Manual.
- v. NPR 9700.1 Travel, Appendix A, FMR NASA Federal Travel Regulations Supplement (NFTRS).
- w. Office of Management and Budget (OMB) Circular A-11, Preparation, Submission and Execution of the Budget, PART 2, Preparation and Submission of Budget Estimates.
- x. OMB Circular A-123, Management's Responsibility for Internal Control.
- y. OMB Circular A-126, Improving the Management and Use of Government Aircraft.
- z. Transportation Documentation and Audit, 41 CFR pt. 101-41.
- aa. Transportation Payment and Audit, 41 CFR pt. 102-118
- bb. Special Permits, 49 CFR, pt. 107, subpt. B.
- cc. Strengthening Federal Environmental, Energy, and Transportation Management, Exec. Order 13423 (January 2007).
- dd. [UMLERSystem Equipment Register, RAILINC](#).

P.5 Measurement/Verification

- a. The Center Transportation Officers will measure compliance with this directive by maintaining

the following measurements at each Center:

- (1) Federal Law, Executive Order, and Presidential Memorandum Requirements.
- (2) Life Cycle Costs - Vehicle Leasing Versus Ownership.
- (3) Preventive Maintenance Compliance.
- (4) Vehicle Cost Per Mile.
- (5) Vehicle Utilization.

P.6 Cancellation

This revision cancels NPR 6200.1C; NASA Transportation and General Traffic Management dated October 08, 2008.

Chapter 1. Overall Transportation Responsibilities

1.1 Director, Logistics Management Office

1.1.1 The Director of the Logistics Management Office shall provide overall functional leadership, guidance, direction, and management oversight for planning, implementing, and executing NASA transportation policies, guidelines, and performance standards at NASA Centers.

1.2 Agency Transportation Manager

1.2.1 The Agency Transportation Manager shall:

- a. Serve as the functional staff manager of NASA traffic and transportation programs.
- b. Develop and issue policies, guidelines, plans, performance standards, and Agency-wide procedures relating to transportation management, including the following:
 - (1) Acquisition, use, and maintenance of equipment and facilities required in the execution of NASA transportation activities.
 - (2) Requirements for additional transportation services by common carrier, contractor, or others when required.
- c. Conduct negotiations with common carriers and their associations and represent NASA in proceedings before transportation regulatory agencies, subject to the General Services Administration's (GSA's) concurrence.
- d. Assist Project Managers (PMs), Contracting Officers (COs), and Center Transportation Officers (TOs)/ Traffic Managers (TMs) on NASA transportation activities that might generate any of the following:
 - (1) An unusually high volume of NASA traffic.
 - (2) Unusual transportation problems involving size, weight, sensitivity, or hazardous commodities.
 - (3) The need for specialized equipment or facilities.
- e. Assist in the review of program and project transportation plans pursuant to Integrated Logistics Support (ILS) initiatives.
- f. Interface on NASA transportation matters with other Government agencies, e.g., Departments of Commerce, Defense, and Transportation; the GSA; the Interstate Commerce Commission; and the Surface Deployment and Distribution Command (SDDC).
- g. Negotiate operational responsibility for transportation projects in support of Agency goals.
- h. Provide guidance to NASA Headquarters Offices and Centers relating to facilities and equipment necessary to support NASA transportation activities.

- i. Oversee the implementation of Federal Management Regulations (FMR) and other regulatory requirements relating to transportation management.
- j. Plan and implement activities necessary to oversee transportation management programs at NASA Centers.

1.3 Directors of NASA Centers

1.3.1 Directors of NASA Centers shall appoint a qualified individual as the Center Transportation Officer or Traffic Manager (TO/TM) to supervise the administration and accomplishment of all traffic management functions, both commercial and Government, for which the Center has responsibility.

1.3.2 Directors of NASA Centers shall establish necessary internal policies and controls to ensure that the appointed TO/TM serves as a technical representative in procurements involving the acquisition of transportation assets.

Chapter 2. Transportation Assistance by Other Agencies

2.1 Assistance by Other Agencies

2.1.1 NASA Center TO/TMs can obtain general assistance directly from the GSA's Regional Offices.

2.2 General Services Administration

2.2.1 The GSA, upon request, provides freight traffic management data and services to all civilian agencies. NASA Center TO/TMs can obtain routine traffic management data and services directly from the GSA Regional Office. Specific services include the following:

- a. Providing commercial carrier rates, routes, and charges.
- b. Developing proper technical descriptions of articles for shipment.
- c. Providing general traffic management information, instructions, and training.
- d. Investigating loss/damage and assisting in filing claims.
- e. Conducting assistance visits and technical reviews.
- f. Using the Centralized Household Goods Traffic Management Program.

2.3 Air Force Air Mobility Command

2.3.1 Upon request, the Air Force Air Mobility Command (AMC) may provide aircraft for NASA special airlift requirements including Special Assignment Airlift Missions (SAAM) and special test-loading requirements. NASA uses AMC's services at a minimum for those instances in which commercial capability is not available to transport bulky items, for items of extreme sensitivity requiring a controlled environment, or for items needed to meet a critical launch schedule.

2.4 Military Sealift Command

2.4.1 Upon request, the Military Sealift Command (MSC) will provide oceangoing vessels or cargo space for special missions.

2.5 Department of Transportation

2.5.1 The Department of Transportation (DOT) publishes the Hazardous Materials Regulations (HMR) in 49 CFR, 171-177. The HMR govern the transportation of hazardous materials (HAZMAT) in commerce. DOT issues Special Permits, formerly known as Exemptions and Approvals, which are documents authorizing the Agency to perform a function that is not currently

authorized under the authority of the HMR. The Agency complies with Federal HAZMAT transportation law by following DOT HAZMAT training requirements for employees involved in pretransportation, transportation, and the packaging process of the transportation of HAZMAT in commerce.

2.6 International Air Transport Association

2.6.1 The Agency complies with current DOT regulations covering HAZMAT shipped via airfreight. The DOT authorizes use of the International Civil Aviation Organization's (ICAO) Technical Instructions that most airfreight companies use. The International Air Transport Association's (IATA's) Dangerous Goods Regulations (DGR) governs the transportation of dangerous goods (HAZMAT) by air.

2.7 International Maritime Organization

2.7.1 The International Maritime Organization (IMO) promulgates regulations that govern the international transportation of HAZMAT and dangerous goods by oceangoing vessel. The TO/TM tendering a shipment for inland water transportation may use these regulations as allowed by the DOT.

2.8 Departments of Commerce and State

2.8.1 The Departments of Commerce and State provide information on export and import controls and requisite licensing requirements. Export administration within NASA conforms to the NPR 2190.1, NASA Export Control Program published by NASA's Office of International and Interagency Relations (OIIR).

Chapter 3. Duties and Responsibilities at NASA Centers

3.1 Center Transportation Officers or Center Traffic Managers

3.1.1 The Center TO/TM serves as a technical advisor to the Center Director for all transportation and traffic management activities and serves as the focal point for all transportation and traffic management functions at the Center. The TO/TM will ensure the efficient operation of traffic management activities within the Center in accordance with this NPR and other applicable references. The TO/TM will ensure that transportation concerns are considered in program and project planning, management, status reporting, and scheduling as part of an ILS approach. The TO/TM will use licensed commercial carriers to the maximum extent practicable and give special attention to transportation costs and the shipment of freight via the lowest overall commercial transportation cost, except in the following instances:

- a. When time is of the essence with regard to the due date at destination.
- b. When the cargo is of high value or is sensitive and requires protection while in transit with a high degree of reliability.
- c. When the cargo is determined to be mission critical.

3.1.1.1 The TO/TM shall:

- a. maintain appropriate institutional and program or project records involving transportation activities that include contracts and financial records if applicable.
- b. maintain a current traffic management library for applicable regulations, tenders, selected tariffs, and other carrier rate quotations.
- c. maintain a current NASA Terminal Facilities Guide.
- d. ensure that shipments containing HAZMAT are processed and prepared for shipment and transportation in accordance with the DOT HMR in Title 49, CFR, 171-180 and in compliance with specific model requirements as follows:
 - (1) For carriage by aircraft, the International Air Transport Association (IATA) technical instructions for the safe transport of dangerous goods and, specifically, 49 CFR, 175;
 - (2) For carriage by vessel, the International Maritime Organization Dangerous Goods (IMDG) Code and, specifically, 49 CFR, 176; and
 - (3) For carriage by rail, specifically, 49 CFR, 174 and the UMLERSystem Equipment Register, RAILINC.

3.1.1.2 HAZMAT offered for shipment by military aircraft shall comply with U.S. Air Force Materiel Command regulations.

3.1.1.3 The TO/TM shall;

- a. ensure that personnel who are responsible for preparing, processing, and handling of shipments containing HAZMAT are properly trained in accordance with the applicable HMR regulations in 49 CFR, 171-177.
- b. coordinate the removal of hazardous waste with the Center Environmental Management Office to ensure compliance with applicable regulatory agency guidelines.
- c. maintain liaison with commercial carriers servicing the Center to ensure their familiarity with loading procedures, services, schedules, facilities, and accessory charges.
- d. be proactive in conducting negotiations with common carriers for requirements unique to the Center.
- e. furnish carriers with adequate information in response to any formal inquiries concerning transportation matters except where classified or security-sensitive cargo is involved.
- f. obtain clearance from the Center Security Officer prior to the release of classified or security-sensitive information to carriers.

3.1.1.4 The TO/TM shall prepare necessary transportation staff studies to support Center institutional, program, or project objectives, covering all transportation activities including cost trades, transportability, development of individual transportation plans, and individual packaging, crating, marking, dimensional clearance, weight limitations, and all allied transportability problems.

3.1.1.5 The TO/TM shall ensure technical supervision of safe loading, blocking, bracing, and unloading; the suitability of applicable carrier equipment, as required; and prompt release of equipment to avoid detention charges.

3.1.1.6 The TO/TM or a person designated in writing by them shall file a claim and other standard form (SF) in connection with reporting, resolving, and preventing overage, shortage, damaged, lost, or stray NASA freight as directed by 41 CFR, 102-117 and 102-118.

3.1.1.7 The TO/TM shall be responsible for the custody, accountability of, and shall issue both Commercial Bills of Lading (CBL) and U.S. Government Bills of Lading (GBL) and the conversion of GBL in accordance with the Federal Management Regulation (FMR). This includes the following duties:

- a. initiate international shipment on the GBL (SF 1103). All shipments remain subject to the terms and conditions set forth in the GBL SF 1103 and any other applicable contract or agreement, per 41 CFR, 101-41, which limits the authority to use the GBL.
 - b. in conjunction with the Center Chief Financial Officer, establish and monitor a process for reviewing and certifying prior to payment, all public vouchers that are executed in combination with the GB L. The process shall include a system or series of controls that preclude making duplicate payments.
 - c. after the carrier of origin or freight forwarder has submitted a bill, pay the transportation charges to the same carrier under the procedures outlined in 41 CFR, 102-118.95.
- (1) Charges may not be waived to any other carrier.
 - (2) Payment of transportation charges to a carrier of origin will be based on commercial forms.
 - (3) Transportation charges to a carrier of origin will be paid for by each NASA Center initiating

shipment.

(4) Household Goods shipments, both domestic and international, are the responsibility of and coordinated through the NASA Shared Services Center (NSSC).

3.1.1.8 The TO/TM shall serve as the Center focal point for all SAAM and test load applications. See Chapter 5 for details.

3.1.1.9 In consultation with the Center Export Administrator, the TO/TM shall ensure that all exports and transfers of commodities, technologies, and software under Center programs and projects are accompanied by appropriate and accurate export control documentation, including validated export licenses, marking statements, destination control statements, GBL, Automated Export Systems filings or other authorizing documents as needed, as well as Automated Export Systems/Shippers Export Declarations in all appropriate cases.

a. Exports and transfers required by Headquarters program or project managers will be handled through the Goddard Space Flight Center's (GSFC) Transportation Officer, who shall consult with the GSFC Center Export Administrator and the Headquarters Export Administrator, as appropriate, for such Headquarters exports and transfers.

b. With the exception of Shipper's Export Declarations, TOs are not authorized to sign export licensing documents. For guidance on export procedures, see NPR 2190.1, NASA Export Control Program.

3.1.1.10 With regard to motor vehicles, the TO/TM shall:

a. ensure compliance with Federal requirements mandating that the Federal Government exercise leadership in the reduction of petroleum consumption through improvement in fleet efficiency, the use of Alternative Fuel Vehicles (AFVs), increase in the use of alternative fuels in place of petroleum consumption, and "right-sizing" of the vehicle fleet both in total inventory to support NASA's missions and in the actual size of each vehicle (that is, a minimal size to meet the requirements of the functional need of that vehicle), in accordance with the following:

(1) Energy Policy Act of 1992 (EPAct 1992) and 2005 (EPAct 2005).

(2) Energy Independence and Security of Act (EISA).

(3) Exec. Order No. 13423, Strengthening Federal Environmental, Energy and Transportation Management.

(4) Exec. Order No. 13514, Federal Leadership in Environmental, Energy and Economic Performance.

(5) NASA FAR Supplement.

(6) Presidential Memorandum, Federal Fleet Performance.

b. in conjunction with the Motor Vehicle Operations Officer, maintain and follow guidelines set forth in the current version of the following:

(1) NASA Fleet Charge Card Management Plan.

(2) NASA Fleet Management Handbook

(3) NASA Fleet Management Plan.

(4) NASA Strategic Sustainability Performance Plan

(5) Center-specific policies.

c. establish a permissible operating distance for movement of passengers and shipment of cargo or equipment via Government-owned or leased equipment. The TO/TM shall give consideration to the Energy Conservation Program and the round trip mileage/distance drivable without requiring per diem or overtime work hours including time spent loading and unloading, in training classes, and in meetings when the permissible operating distance is formulated.

d. establish a road-worthy transportation asset license plate program to ensure the following:

(1) Only current approved "Official U.S. Government Use" license plates are displayed on NASA transportation assets.

(2) Only "road-worthy" transportation assets display "Official U.S. Government Use" license plates.

(3) Regular inspection of the "Official U.S. Government Use" license plate inventory is conducted.

(4) Missing/lost license plates are identified and reported to Center Security and within the Federal Motor Vehicle Registration System (FMVRS)

(5) The FMVRS is updated as follows:

(a) Only current road-worthy NASA assets are recorded in FMVRS.

(b) Disposed, sold and non-road-worthy NASA assets are not recorded in FMVRS.

(c) Unassigned license plates are returned to the Agency Transportation Manager.

e. establish policies and practices for vehicle operators to reduce petroleum consumption while increasing alternative fuel use during vehicle refueling activities both on Center and on travel.

3.1.1.11 The TO/TM will provide traffic management guidance to NASA contractors for which the Center has cognizance.

a. The TO/TM shall ensure that contractors who operate Government-owned vehicles meet the requirements provided in the current NASA Fleet Management Plan. This strategy describes the steps NASA will take in fulfilling the requirements of the Energy Policy Act (EPAAct), Energy Independence and Security Act (EISA), Exec. Orders 13423 and 13514, and the Presidential Memorandum—Federal Fleet Performance.

b. Prior to contract award, the TO/TM shall review and validate all requirements for contractor transportation assets (vehicles, Low Speed Electric Vehicles, road-worthy trailers, and vessels) as they relate to Government-owned or provided transportation assets.

(1) These asset requirements shall be agreed upon with the procurement request originator or PM or Contracting Officer's Representative (COR), and provided to the CO as part of the specification or statement of work for incorporation into the solicitation and resulting contract.

c. In conjunction with the CO and the COR, the TO/TM shall review contractor requests for additional Government-owned transportation assets (vehicles, Low Speed Electric Vehicles, road-worthy trailers, and vessels). Unless the contractor receives written approval from the TO/TM,

the contractor will not negotiate to acquire or dispose of any Government-owned transportation asset, including transportation assets contractors are considering replacing or disposing of due to the contractor having deemed the transportation asset uneconomical to repair.

d. In conjunction with the contractor, the CO, and the COR, the TO/TM will conduct an annual transportation asset utilization review following guidance within the Fleet Management Handbook. The TO/TM, CO, and COR will validate the types and quantities of all Government-owned and contractor-operated transportation assets assigned to each contract to ensure that allocation and utilization of all transportation assets are based on program requirements.

e. Contractors who operate Government-owned transportation assets are responsible for assembling and reporting Federal Automotive Statistical Tool (FAST) data not later than November 1 of each calendar year. The TO/TM shall provide contractors with the data elements for FAST and provide guidance or interpretation of FAST as required. The TO/TM may elect to enter contractor FAST data in lieu of having the contractor enter it for inclusion into the Center's annual report. However, the TO/TM is responsible for reviewing and ensuring the data is complete and accurate prior to submitting the data to Headquarters for final review and approval.

3.1.1.12 With regard to commercial agreements, the TO/TM shall:

a. ensure adherence to the International Air Transport Fair Competitive Practices Act of 1974 in accordance with the guidelines issued by the Comptroller General of the United States for air passengers and freight.

b. obtain assurance from carriers that they have obtained or will secure all necessary permits prior to release of the shipment. When circumstances warrant, the TO/TM may assist commercial carriers in obtaining necessary highway permits from local and State regulatory bodies for oversize or overweight loads, but the TO/TM will not, in any case, be responsible for obtaining requisite permits.

c. prepare and transmitting the statutorily required transportation control and movement documents for all shipments.

d. notify the Director of the Logistics Management Office and the General Counsel prior to initiating, defending, participating in, or supplying information for use in proceedings involving transportation rates, fares, charges, or services before notifying any transportation regulatory agency. It is necessary to clear all sensitive or classified written or oral testimony through the cognizant Center Security Officer and the Center Legal Counsel prior to release to any regulatory body. Center personnel who have been subpoenaed by any regulatory body or who have been selected by NASA Headquarters to appear before a regulatory body should consult with Agency Counsel and be accompanied by Agency Counsel at any appearance. The notice should include any evidence, exhibits, names of witnesses, and any other pertinent data to support the proposed NASA position.

3.1.1.13 The Center TO/TM shall promptly notify the Agency Transportation Manager of transportation program exigencies:

a. a request by carriers or other interested parties to participate in or to supply information for use in support of applications or petitions for new or additional transportation services. The TO/TM will include the following information in the notification:

(1) Source of the request and type of information or participation requested.

- (2) A brief description of the proceedings including docket number, date, and place of hearing(s).
 - (3) Description of authority or services being considered including a copy of the application or petition if available.
 - (4) Proposed action by NASA in the proceedings.
 - (5) A summary of actual and potential traffic covering a period of not less than 90 days for past traffic and 1 year on a projected trend.
 - (6) Other information considered of value in establishing a NASA position.
- b. when the proposed abandonment or discontinuance of a transportation service will cause a material weakness at a NASA Center.
 - c. when SAAM requests for test loading of material involving transportability in military airlift aircraft are necessary. Normally, the U.S. Air Force requires a minimum of 60 days' notice prior to the date of test loading.
 - d. when budget estimates and costs are required in support of installation, program, and project planning activity.
 - e. when requests for DOT HAZMAT Special Permits are required in accordance with 49 CFR, 107, subpt. B.
 - f. when purchases, leases, or rentals of major transportation equipment or transportation facilities are contemplated for the execution of a program or mission. The TO/TM will include detailed information and complete transportation plans.
- 3.1.2 The TO/TM shall provide requested assistance to COs and other authorized procurement officials and serve as a technical consultant in all traffic management areas of responsibility relating to the movement of cargo and freight and to contractor personnel relocations involving reimbursement from the Government. These include the following responsibilities:
- 3.1.2.1 The TO/TM shall prepare and evaluate cost comparisons of freight shipments proposed in relation to NASA contracts and purchase orders.
- 3.1.2.2 The TO/TM shall supply needed Center-unique transportation clauses, if needed, to the CO, who will obtain the necessary approvals for inclusion in applicable purchase orders, bids, contracts, or other associated procurement documents.
- 3.1.2.3 Areas for consideration in procurement actions include the following:
- a. Determination of Free On Board (FOB) point(s).
 - b. Transportation rates and charges.
 - c. Mode of transportation required.
 - d. Freight classification.
 - e. Transportability problems.
 - f. Packaging and preservation.
 - g. Clearances.

- h. Volume moves.
- i. Tracing and expediting freight.
- j. Documentation of shipments.
- k. Delivery date(s) of cargo.
- l. Sensitivity of cargo.
- m. Processing shipments involving less than \$100,000 in transportation charges.
- n. Transit privilege(s).
- o. Required test loadings.

3.1.2.4 The TO/TM shall prepare and periodically update routing guides to maintain them in a current status. Purchase agents may use the guides when applying prepay and add-on transportation charges to small purchases.

3.2 Center Procurement Officers

3.2.1 In consultation with the TO/TM and the request originator, Center Procurement Officers shall:

- a. provide guidance and facilitating acquisition planning with respect to motor vehicle management requirements.
- b. ensure that solicitations and contracts contain the appropriate provisions and FAR clauses to implement energy-efficient motor vehicle requirements.

3.3 Center Contracting Officers

3.3.1 Under NASA procurement regulations (that is, the NFS), COs are responsible for effecting coordination with the TO/TM prior to solicitations, contract awards, or any contract termination actions and throughout the performance period of contracts and the termination process.

3.4 Procurement Request Originators

3.4.1 Procurement request originators shall:

- a. consult early on in the procurement process with the appropriate parties (e.g., TO/TM, contract specialists) to facilitate procurement planning.
- b. utilize statements of work or specifications that include motor vehicle requirements in accordance with this NPR including explicit numbers and types of vehicles and GSA sourcing requirements if any.
- c. coordinate with the TO/TM for approval.

Chapter 4. Cargo and Passenger Aircraft Charters and Leases

4.1 Approval of Cargo Aircraft Charters and Leases

4.1.1 The Center TO/TM has the responsibility to determine requirements for the transportation of cargo by charter or leased aircraft.

4.1.1.1 Those requesting the use of chartered or leased aircraft shall submit a detailed statement that the requirement cannot be effectively met by using regularly scheduled commercial services to the TO/TM for review, providing concurrence or non-concurrence to the NASA Procurement. The TO/TM will then obtain charter bids and provide them to NASA Procurement to procure the services.

4.1.1.2 Prior to contract award, the Center's flight operations office has the responsibility to review and concur with all Center contracts or agreements involving aviation operation and safety in accordance with NPD 7900.4, NASA Aircraft Operations Management.

4.1.1.3 If a Center does not have a flight operations office, the Aircraft Management Division (AMD) shall coordinate support from another Center's flight operations office.

4.1.2 Centers using leased or chartered aircraft services shall report each use to the Agency Transportation Manager on a fiscal year basis.

4.1.2.1 Data shall be submitted no later than 30 days after the end of the fiscal year.

4.1.2.2 Reports will include the following information for each individual lease or charter:

- a. Description and weight of cargo.
- b. Type of aircraft used.
- c. Dates of use.
- d. Cost.
- e. Points of origin and destination.

4.2 Approval of Passenger Aircraft Charters and Leases

4.2.1 Each NASA Center shall establish procedures to charter commercial/military aircraft for the purpose of passenger transportation (classified as Other Official Travel) per OMB Circular A-126 and the policies of NPR 7900.3, Aircraft Operations Management Manual, Chapter 4.

4.2.2 Prior to chartering aircraft, the Center's flight operations office has the responsibility to review and concur with all Center contracts or agreements involving aviation operation and safety in accordance with NPD 7900.4, NASA Aircraft Operations Management.

4.2.2.1 If a Center does not have a flight operations office, the Aircraft Management Division

(AMD) shall coordinate support from another Center's flight operations office.

4.2.3 All flight requests for passenger transportation by commercial/military charter aircraft shall be documented on NF 1653 (Mission Management Flight Request) by the organization requiring such flights.

4.2.3.1 The Center Chief Counsel shall review flight requests for compliance with 41 CFR, 101-37, Government Aviation Administration and Coordination, and OMB Circular A-126.

4.2.3.2 The Center Director shall approve flight requests.

4.2.3.3 Requests shall only be authorized when;

a. there is no common carrier transportation readily available from the point of origin to the destination and return.

b. the time necessary to accomplish the trip by common carrier could jeopardize a crucial mission for which the travel is authorized.

c. the actual cost of using charter is not more than the cost of using commercial/military aircraft.

4.2.4 Flights classified as Other Official Travel with Senior Federal Officials aboard shall be requested of and approved by the Office of General Counsel in accordance with NPR 7900.3, Chapter 4.4, Section 4.4.1.

4.2.5 Centers using leased or chartered aircraft services shall report such use to the Agency Transportation Manager annually no later than 30 days after the end of the fiscal year.

4.2.5.1 Reports will include the following information for each individual lease or charter:

a. Number of passengers.

b. Type of aircraft used.

c. Dates of use.

d. Cost.

e. Points of origin and destination.

Chapter 5. Special Assignment Airlift Mission (SAAM) Requests

5.1. Requesting a SAAM or Opportune Airlift Request

5.1.1 The Center TO/TM shall initiate a SAAM or Opportune Airlift request by facsimile or e-mail to the Transportation Officer at the Kennedy Space Center (KSC).

5.1.1.1 The TO/TM shall ensure that the facsimile or e-mail message request for the mission is in the format set forth in the SAAM request (see Appendix C).

5.1.1.2 Each NASA Center shall establish internal procedures for the processing and approval of mission requests.

5.1.1.3 The requesting Center shall provide funding for the SAAM.

5.1.1.4 The TO/TM shall include the appropriate fund citation in the message request.

5.1.1.5 Hazardous or dangerous materials will be properly identified by the TO/TM.

5.1.1.6 The TO/TM shall ensure that storage, packaging, size, and types of containers as well as the quantity of the materials are in accordance with AFMAN 24-204.

Appendix A. Definitions

Astray Freight. Shipments or portions of shipments found in a carrier's possession or delivered to a Government installation for which a valid bill, waybill, or freight bill is not available or which is being held for any reason except transfer.

Dangerous Goods. Articles or substances that are capable of posing a risk to health, safety, property, or the environment and are shown in the list of dangerous goods or are classified according to the IATA Dangerous Goods Regulations (DGR).

Discrepancy. Any variation between the data shown on the bill of lading or other transportation document and the quantity, condition of the containers, or contents actually received. This includes overages, shortages, visible damages, and concealed damages.

Freight Classification. A system of grouping together commodities of like or similar transportation characteristics for assigning ratings to be used in applying rates.

Hazardous Material (HAZMAT). A substance or material that the DOT has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table in 49 CFR, 172.101, and materials that meet the defining criteria for hazard classes and divisions in the 49 CFR, 173.

Household Goods. Household furnishings such as furniture or equipment, clothing, books, baggage, and personal property and effects associated with the home and person at the time of shipment or storage. The term usually does not include the following items:

- a. Motorcycles and similar motor vehicles.
- b. Trailers with or without property.
- c. Airplanes.
- d. Mobile homes and camp trailers.
- e. Boats.
- f. Birds, pets, and livestock.
- g. Building or construction materials.
- h. Cordwood.
- i. Property belonging to persons other than the head or immediate family members of a household.
- j. Property intended for use in conducting a commercial enterprise.

Life Cycle Cost - Vehicle Leasing Versus Ownership. The total cost to the government of acquisition and ownership of a vehicle asset over its useful life; as compared to the leasing costs, including monthly lease and mileage fees of an equivalent vehicle asset for the same useful life period.

Logistics. The science of planning for, providing, and applying the available resources necessary to

operate and maintain a given system or product in a specified operational environment.

Negotiated Tender. A special tender that is offered by commercial carrier(s) in response to a request for adjustment.

Oversized and Overweight Shipments. Non-routine shipments of freight that require special consideration and transportation planning involving transportability factors and one or more of the following: a. Special Permits required for shipments scheduled to move over the open highways. b. freight exceeding the dimensions or weights prescribed in the Railway Equipment Register and Railway Line Clearance. c. cargo that must move via marine or air modes due to transit time limitations, item configuration, or environmental requirements that do not permit the use of other modes.

Preventive Maintenance Compliance. The tracking and record keeping of preventive maintenance performance dates, as compared to the scheduled dates planned for the preventive maintenance were to be performed.

Test Loading. A planned test to determine the preliminary loading, securing, and offloading methods for oversized, overweight, sensitive, or dangerous items aboard a military aircraft or other modes of transportation.

Traffic and Transportation Management. Responsibilities that encompass the planning, direction, control, supervisory, and administrative tasks required to provide for efficient and economic freight movement or passenger transportation service.

Transit Privilege. The opportunity of storing or processing a shipment at a transit point and subsequently re-forwarding the same material or its equivalent to its destination and receiving the benefit of the lowest rate in effect from the initial point or origin to the final destination, plus transit charges.

Transportability. The inherent capability of material to be moved by towing or self-propulsion or by carrier via railways, highways, waterways, and airways. Transportability includes consideration of the sensitive or dangerous nature of material and equipment or those items susceptible to damage in transit.

Transportation Officer or Traffic Manager. An individual with the assigned responsibility for the direct administration and operation of all traffic management functions, which includes applicable offsite locations.

Transportation Planning. The science of applying traffic management principles to programs and projects as well as the equipment and related hardware procurements.

Vehicle Cost Per Mile. The measurement of vehicle utilization compared to the cost of vehicle retention. Standard performance equals dividing the total cost of vehicle operating expenses (both direct and indirect) by the total number of miles driven. The resulting metric is demonstrated in dollars (dollars and cents) per mile driven.

Vehicle Utilization. The analysis of data to determine the practical use/requirement of individual vehicle(s) within a fleet of vehicles. The utilization is then factored into the "cost benefit" of retaining, rightsizing or removing a vehicle from within a fleet. Approved data points for analysis are:

a. Number of hours driven per day/per month.

- b. Number of days driven per month.
- c. Number trips driven per month.
- d. Number of miles driven per month/per year.

Volume Movements. Freight shipments amounting to or exceeding 200,000 pounds, scheduled to move from one point of origin to one point of destination, regardless of the amount of time between forwarding of the first consignment and receipt of the last consignment.

Voluntary Tender. Tenders offered by commercial carrier(s) for reasons best known to the carrier(s) and that are not in response to an adjustment request from NASA. As the term implies, a tender is offered by a commercial carrier on a voluntary basis for soliciting Government shipments involving freight, household goods, or passengers.

Appendix B. Acronyms

AFMAN	Air Force Manual (Interservice Publication)
AFV	Alternative Fuel Vehicle
AMC	(U.S. Air Force) Air Mobility Command
AMD	NASA Aircraft Management Division
CBL	Commercial Bill(s) of Lading
CFR	Code of Federal Regulations
CO	Contracting Officer
COR	Contracting Officer's Representative
DGR	IATA Dangerous Goods Regulations
DLAD	Defense Logistics Agency Directive
DLMS	Defense Logistics Management System
DOD	Department of Defense
DoDD	Department of Defense Directive
DOT	Department of Transportation
EISA	Energy Independence and Security Act
EPAct	Energy Policy Act
Exec. Order	Executive Order
FAR	Federal Acquisition Regulation
FAST	Federal Automotive Statistical Tool
FMR	Federal Management Regulation
FMVRS	Federal Motor Vehicle Registration System
FOB	Free On Board
FTR	Federal Travel Regulation
GBL	U.S. Government Bill(s) of Lading
GFSC	Goddard Space Flight Center
GSA	U.S. General Services Administration
HAZMAT	Hazardous Materials
HMR	Hazardous Materials Regulations
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization

IFMS	Interagency Fleet Management System
ILS	Integrated Logistics Support
IMDG	International Maritime Dangerous Goods (Code)
IMO	International Maritime Organization
KSC	Kennedy Space Center
MILSTAMPS	Military Standard Transportation and Movement Procedures
Mil-Std	Military Standard
MSC	Military Sealift Command
NF 1653	NASA Form 1653 (Mission Management Flight Request)
NFS	NASA FAR Supplement
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NRA	Nonrevenue Airlift Request
NSSC	NASA Shared Services Center
OIIR	NASA Office of International and Interagency Relations
OMB	U.S. Office of Management and Budget
PHMSA	Pipeline and Hazardous Materials Safety Administration
PM	Project Manager
SAAM	Special Assignment Airlift Mission
SDDC	(U.S. Army Military) Surface Deployment and Distribution Command
SF	Standard Form
TO/TM	Transportation Officer or Traffic Manager
TTRA	Travel and Transportation Reform Act
U.S.C.	United States Code

Appendix C. Information Required for SAAM or Opportune Requests

REQUESTING OFFICE: Enter organization and office symbol, requester's name, duty ____ and email address.

WHERE TO FLY: List specific airport or Air Force Base.

- a. FROM:
- b. TO:

If additional stops are required, add them as additional "TO" lines.

DATES OF DESIRED MOVEMENT: Advise if there is any flexibility in the dates, ____ or after the ____ desired dates.

- a. When cargo will be ready for pickup: DD/MM/YYYY
- b. When to depart origination station: DD/MM/YYYY
- c. When to arrive at destination: DD/MM/YYYY

If additional stops are required, enter desired dates.

TOTAL NUMBER OF PASSENGERS:

Indicate if passengers will have luggage.

CARGO INFORMATION FOR EACH ITEM(S) BEING MOVED:

If additional stops are required, provide this information for each load point.

- 1) Name of item(s) being moved.
- 2) Total weight of item(s) in pounds.
- 3) Dimension of item in inches - length (x) width (x) height

TOTAL SHORT TONS OF CARGO AND PASSENGERS:

Use 200 pounds per pass, 100 pounds per luggage; add all cargo weight in pounds divided by 2000, which will give the short ton weight.

HAZARDOUS CARGO: :

If any cargo is hazardous, identify the hazards and provide the pertinent information, iaw. AFJMAN 24 204. Needed assistance can be requested from TMO/TMC regarding the hazardous cargo.

JUSTIFICATION/REMARKS::

Give a relatively brief but comprehensive, description this airlift is supporting, including mission if possible. Provide any additional origin/interim/destination location, as applicable. If this is an NRA request, give details:

- a. OFFLOAD: Name, telephone number(s), fax number, and organization address mail code, if applicable.
- b. BILLING OFFICE: Name, telephone number(s), fax number, and organization address mail code, if applicable.
- c. FLYING UNIT: Name, telephone number(s), fax number, and organization address mail code, if applicable. *
- d. ADDITIONAL CONTACT(S): Provide the same information as above.
- e. *Applies to NRA requests only

*NOTE: for additional assistance with SAAM or NRA requests, contact:
<http://centerops.ksc.nasa.gov/offices/centerdiv/saamOp.htm>*

Appendix D. References

- a. Air Force Manual 24-204_IP (Interservice Publication) TM 38-250 NAVSUP PUB 505 MCO P4030.19J DLAI 4145.3,
- b. Cargoes procured, furnished, or financed by the United States Government, 46 U.S.C 55305.
- c. Contractor Use of Interagency Fleet Management System (FMS) Vehicles, NFS subpt. 1851.2.
- d. Defense Logistics Agency Directive (DLAD) 4145.41, Packing of Hazardous Material.
- e. Department of Defense Directive (DoDD) 4500.9, Transportation and Traffic Management.
- f. Department of Defense (DoD) Manual 4000.25-M, Defense Logistics Management System (DLMS).
- g. Department of Defense (DoD) Military Standard (Mil-Std) 2073-1, DoD Standard Practice for Military Packaging.
- h. Federal Management Regulation, 41 CFR, Chapter 102.
- i. Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. Chapter 10 (471 et seq.), Chapter 14 (701 et seq.), and Chapter 22 (901 et seq.).
- j. Federal Property Management Regulations 41 CFR Chapter 101.
- k. International Civil Aviation Organization (ICAO), Technical Instructions - Transportation of Dangerous Goods.
- l. NASA Fleet Management Handbook (http://ld.hq.nasa.gov/docs/Fleet_Management_Handbook.docx).
- m. NASA Shared Services Center Work Instruction NSWI-9710-0002.
(https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NSWI-9710-0002_Basic_Verison_1.0_final.pdf?rhid=1000&did=1230915&type=released)
- n. NASA Terminal Facility Guide (http://ld.hq.nasa.gov/docs/NASA_Terminal_Facility_Guide_1-2011.docx)
- o. NPD 2190.1, NASA Export Control Program.
- p. NPR 6000.1, Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components.
- q. NPR 8715.3, NASA General Safety Program Requirements.
- r. OMB Circular A-11, Preparation, Submission and Execution of the Budget (8/3/2012), pt. 2, Preparation and Submission of Budget Estimates.
- s. OMB Circular A-123, Management's Responsibility for Internal Control (Effective beginning with Fiscal Year 2006) (Revised 12/21/2004).
- t. OMB Circular A-126, Improving the Management and Use of Government Aircraft.
- u. Pipeline and Hazardous Materials Safety Administration (PHMSA), Department of Transportation, 49 CFR, chapter I.
- v. Transportation: Preparing Hazardous Materials for Military Air Shipment (3 December 2012).
- w. Travel and Transportation Reform Act of 1998 (TTRA 1998), Pub. L. No. 105-264, 112 Stat. 478a (1998).